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POLICY

All offers of employment are contingent upon satisfactory completion of a background check. Background checks are required on all candidates upon offer of employment, on existing employees in five-year intervals, and with promotions in areas of sensitivity.

Bethel University will conduct background checks with the assistance of a third-party agency. This process is being implemented to ensure the safety and protection of our employees and students, property, data, and to aid management in making optimum employment decisions.

Background checks may include, but are not limited to:

- Review of County/State/Federal Criminal Records;
- Verification of Social Security Number;
- Verification of Educational records;
- Verification of Employment records;
- Sexual Offender Registry Search;
- Review of Department of Motor Vehicle records (for those positions which drive University vehicles).

Background checks will take place at the time a conditional offer is made to applicants, at five-year employment intervals, or prior to promotion when applicable. Applicants will be requested to complete a Disclosure and Authorization form in accordance with the Fair Credit Reporting Act (FCRA) and/or Criminal Offender Record Information (CORI) request form authorizing the University to conduct the background check when they accept an offer of employment. Current employees that are at the five-year interval or up for promotion will be requested to complete the disclosure via their Bethel email. Failure to complete the release will result in non-selection for employment or for a promotional opportunity.

The selected applicant may start pending the results of the background check.

Upon completion of the disclosure form, a third-party agency will conduct the check and a designated Human Resources representative will review all results. If negative or incomplete information is obtained, the Director of Human Resources and appropriate management will evaluate potential risks and liabilities in relation to the job requirements and decide regarding employment or promotion. If the University contemplates taking adverse action based on the results of the background check the individual will be informed what part(s) of the criminal record may make the individual unsuitable for the position. The University will also provide the applicant/employee with an opportunity to dispute the accuracy and relevance of the criminal record.

Bethel University will ensure that all background checks are held in compliance with all federal and state statutes. The University guarantees that all information obtained from the reference and background check process will only be used as part of the employment process, or for evaluation of existing employees, and will be held strictly confidential.

RESPONSIBLE PARTIES

Department managers, Vice Presidents, the Director of Human Resources, the CFO, and the President will be responsible for implementation and enforcement. Any violations will be reported to the Director of Human Resources, the appropriate Vice President, and the President.

PUBLICATION

This policy is published on the University's website.